

QUEENS LEGAL SERVICES
PARALEGAL EVALUATION

NAME _____ DATE OF HIRE _____
OFFICE _____ DATE OF LAST EVALUATION _____
SUPERVISING ATTORNEY _____ DATE OF EVALUATION _____

PART I

PARALEGAL SKILLS

A. Data on Cases Handled:

Number of open cases:

Provide a list of the forums and the number of cases in each forum in which the paralegal has represented clients at administrative hearings during the past year:

Discuss the significant activity on cases or other work (litigation, non-litigation) the paralegal engaged in during the past year:

B. Interviewing Skills:

(Perceptiveness, sensitivity, ability to focus on and obtain relevant facts, patience and courtesy)

Comments and/or explanation:

C. Problem Analysis:

(Speed and thoroughness of issue identification, creativity, imagination)

Comments and/or explanation:

D. Writing Skills:

(Organization, style, clarity, persuasiveness)

Comments and/or explanation:

E. Administrative Hearing Skills:

(Investigation, attention to facts, research, preparation of witnesses, knowledge of evidentiary and procedural rules, oral advocacy, performance under stress, persuasiveness)

Comments and/or explanation:

F. Non-Litigation Activities:

(Legislative advocacy, community outreach, LSNY task force meetings)

Comments and/or explanation:

G. Organization:

(Timeliness, accuracy, priority setting, case management, record keeping)

Comments and/or explanation:

H. - Responsibility:

(Integrity, reliability, independence, dedication to clients)

Comments and/or explanation:

I. Willingness to Handle Work:

(Difficult cases, range of work, volume of work, motivation, initiative, willingness to give "extra effort")

Comments and/or explanation:

PART II

COMPLIANCE WITH OFFICE PROCEDURES

A. Willingness to Follow and Comply with Office Procedures:

Comments and/or Explanation:

B. Attendance and Participation at Staff/Unit Meetings:

Comments and/or Explanation:

C. Attendance on Intake Days:

Comments and/or Explanation:

D. Closing Files With Closing Statement:

Comments and/or explanation:

E. Maintenance of Files:

Comments and/or explanation:

F. Attendance and Punctuality:

Comments and/or explanation:

PART III

INTERPERSONAL RELATIONS

A. Relations with Supervisors, Staff Attorneys, Paralegals, Support Staff, Clients, Community Groups, Adversaries, Court Personnel:

Comments and/or explanation:

**B. Reactions to Suggestions and Criticism, Acceptance of Supervision,
Willingness to Follow and Comply with Office Procedures:**

Comments and/or explanation:

C. Cooperative Endeavors:

Comments and/or explanation:

PART IV

TRAININGS

- A. Provide a List (with dates) of Trainings that the Paralegal Attended Within the Past 12 Months.

COMMENTS

- A. Supervisor's General Comments on Work Performance:
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B. Supervisor's Recommendations:

*Paralegal: _____ Dated: _____

Supervisor: _____ Dated: _____

***Acknowledgement of the receipt of this evaluation does not signify your agreement with its contents. You have the right to respond in writing to the evaluation and to have that written response included in your personnel file:**
